



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2025 - 043 - B	<b>ISSUE DATE:</b> April 7, 2025	<b>CLOSING DATE:</b> Open Until Filled
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<b>TITLE:</b> Construction Management Specialist 2 (building subcode)	<b>OPEN TO:</b> General Public
<b>DIVISION:</b> Property Management and Construction	<b>TITLE CODE:</b> 30802 <b>RANGE:</b> R29
<b>UNIT:</b> Office of Design and Construction- Plan & Code Review Unit	<b>WORKWEEK:</b> N4 (40 hours)
<b>LOCATION:</b> 33 West State Street, 3rd Floor, Trenton NJ	<b>SALARY RANGE:</b> \$89,575.39 - \$127,744.57

### JOB DESCRIPTION

The State of New Jersey, Division of Property Management and Construction seeks to hire Construction Management Specialist 2 to work in the Office of Design and Construction in the Plan & Code Review Unit. Under the direction of a supervisor within the Plan & Code Review Unit, responsible for the review of a wide range of structures including but not limited to: office buildings, laboratories, museums, warehouses, technology centers, detention facilities, schools, psychiatric facilities, State Park facilities and Department of Transportation road maintenance facilities. Stipulates design and code deficiencies and potential problems on reviews and reports, for the benefit of project managers, architects, engineers, contractors and using agency representatives. Performs research and provide technical assistance to architects and engineers in the design development of all facilities under the jurisdiction of the Division. Ensures that plans, specifications, addendum, bulletins, change orders, variations, scopes of work and shop drawings are analyzed for feasibility, viability of design, correctness of design and maintainability, in addition to code compliance as required by the UCC and conformance with the original scope of work. Performs interim and final plan reviews of plans, specifications and other documents for code, design, SOW, constructability, quality and quantity of information, details, coordination between architectural, fire, electrical, mechanical & plumbing drawings; addressing known problems that consistently re-occur during design and construction to avoid construction issues and change orders during construction. Reviews and approves multiple phase plans, specifications, addendum, scopes of work, bulletins, change orders, shop drawings (construction phase permit/code reviews) and variations.

**Building Subcode Official:** The ideal candidate will have a diverse and well-rounded knowledge of all building construction types and Use Groups from class 3 to class 1 structures; extensive experience in the field of architectural design and construction, with a strong knowledge of architectural construction methods and techniques; complete understanding of the NJ Uniform Construction Code, International Building Code, NJ Edition, International Energy Conservation Code, ASHRAE 90.1, International Mechanical Code, Barrier Free Subcode, ICC/ANSI A117.1 and the NJ Rehabilitation Subcode; and the knowledge and ability to consult with design professionals and offer advice and guidance in the design of construction projects.

**Appointee will be required to possess a building subcode license and building inspector license (HHS) valid in New Jersey in order to be considered.**

**Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.**

The standard workweek is Monday through Friday. This position may be eligible to participate in the Department's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.



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### POSITION REQUIREMENTS

**Education & Experience:** Eight (8) years of professional experience in the field of architecture, engineering, project management, construction contract management, financial contract management, facilities management, construction quality assurance, or related area involving complex building projects, one (1) year of which shall have been in a supervisory capacity.

**-OR-**

Possession of a bachelor's degree from an accredited college or university; and four (4) years of the above-mentioned professional experience, one (1) year of which shall have been in a supervisory capacity.

**-OR-**

Possession of a master's degree in a specialty area related to construction; and three (3) years of the above-mentioned professional experience, one (1) year of which shall have been in a supervisory capacity.

**Note:** Applicants must meet one of the above or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

**Note:** Possession of a valid Architect's License issued by the Board of Architects and Certified Landscape Architects may be substituted for two (2) years of the above-mentioned non-supervisory professional experience.

**Note:** Possession of a valid Professional Engineer's License issued by the State Board of Professional Engineer's and Land Surveyors may be substituted for two (2) years of the above-mentioned non-supervisory professional experience.

**Note:** Possession of a valid New Jersey Uniform Construction Code license issued by the NJ Department of Community Affairs may be substituted for one (1) year of the above-mentioned non-supervisory professional experience.

**Note:** "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

**Subcode Licensing:** **Within the Department of the Treasury, Division of Property Management and Construction, appointees may be required to possess one or more of the following licenses. The appointing authority is responsible for license verification.**

**Possession of a valid license as a Building Subcode Official issued by the New Jersey Department of Community Affairs. NOTE: Applicants must also possess a valid license as a Building Inspector at the high-rise and hazardous (HHS) level, issued by the New Jersey Department of Community Affairs.**

**License:** Appointee will be required to possess a driver's license valid in New Jersey in order to perform the essential duties of the position.



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### IMPORTANT NOTES

**Note to current state employees:** Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.

**Note to new appointments:** **Starting Salary:** In accordance with N.J.A.C. Title 4A, new appointments will be limited to a starting salary between Step 1 and Step 4 of the salary range.

**Provisional Appointment:** Appointee will serve provisionally pending an open-competitive examination. In order to become permanent in this title, you must file for and successfully pass a Civil Service Commission open-competitive examination and be reachable for appointment in the resultant list, followed by a four (4) month working test period.

### GENERAL INFORMATION

**Vacancy Notice:** This is not a promotional announcement. Appointment(s) resulting from this posting will be made in accordance with Civil Service Commission rules and regulations.

**Foreign Degrees:** Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense and must be included in your application submission by the closing date.

**NJ SAME Program:** In accordance with P.L. 2021, c.465 and P.L. 2021, c.466, the **State as a Model Employer of People with Disabilities (SAME) program** allows qualified individuals with a significant disability to apply for non-competitive and unclassified positions through a fast track hiring process. If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date. Reasonable accommodations will be made for qualified candidates with disabilities upon request. For more information, call (609) 292-4144, option 3; email [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov) or visit <https://nj.gov/csc/same/overview/index.shtml>.

**NJ Veteran's Preference:** New Jersey's merit system provides absolute veteran preference in employee selection. Qualified veterans are placed at the top of open competitive employment lists and priority on certain certified lists. If you have established NJ Veteran's Preference, a copy of your New Jersey Veteran's Preference card must be included in your application submission by the closing date. For more information, visit: [Civil Service Preference for Veterans](#).

**Residency:** In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

**Work Authorization:** Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and H1B visas are not eligible for employment.



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## INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

If you are qualified, please submit the documents listed below as soon as possible:

- Cover letter/Letter of interest
- Resume
- Proof of certifications

Treasury Employment Recruiter

Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)

(Please list the "2025-043-B CMS2 Building Subcode" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

*Antoinette Sargent (nr)*

Antoinette Sargent, Human Resource Officer

*The State of New Jersey is an Equal Opportunity Employer*